



Southern California Association of Governments

Human Resources

818 West 7th Street, 12th Floor, Los Angeles, California 90017 • (213) 236-1910 • www.scag.ca.gov

DEPUTY EXECUTIVE DIRECTOR OF ADMINISTRATION # 402

Salary: \$158,108 - \$205,541 per year

Deadline for applications: Monday, June 14, 2010

THE POSITION

This is a new position reporting to the Executive Director. The position is responsible for overall management and direction of the activities and operations of the Finance Department, and the divisions of Information Technology, Human Resources, and Facilities. Within Finance there are the divisions of Accounting, Budget and Grants, and Contracts. Administration has a staff of 33 employees and seven managers. The position is also responsible for developing, and maintaining quality standards for all programs within the agency.

ESSENTIAL DUTIES

- Assumes full management responsibility for all Administrative services and activities ensuring effectiveness of daily operations; expedites workflow and monitors operational issues.
- Assists the Executive Director in providing general direction in the implementation and management of various major programs; briefs the Executive Director on issues of concern.
- Represents Administration to other SCAG groups, departments, Regional Council, elected officials and outside agencies; explains and interprets agency programs, policies, and activities; negotiates and resolves sensitive, significant, and controversial issues.
- Maintains ongoing communication, collaboration, and coordination with agency management to promote the development of systems and policies to improve service delivery and agency management; provides leadership in decision making, conflict resolution and team building.
- Provides support and consultation to subordinate managers to ensure key responsibilities are fulfilled including compliance with state and federal regulations; implementation of SCAG's goals, sound fiscal management/reporting; effective use of technology, facilities and equipment; and responsive human resources programs.
- Meets with management and lead staff to identify and resolve problems; assigns projects; reviews and evaluates work methods and procedures; reviews agenda reports.
- Conducts special projects assigned by the Executive Director that may include research and policy

development, implementation of specific programs or projects, and/or assisting staff in the implementation of their programs and projects.

- Manages projects and administers contracts; negotiates terms and services of agreements.

IDEAL CANDIDATE QUALITIES

- Public sector management experience in finance, human resources or other administrative area
- Strong leadership and people skills
- Capable of developing effective and responsive service plans without compromising integrity

ESSENTIAL QUALIFICATIONS

Minimum Qualifications

Education, Training and Experience: Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field and ten years of public administration experience including five years of management and supervisory experience. A Master's degree in a related area is preferred.

Knowledge of: Operational characteristics, services and activities of a comprehensive administrative services program; organization and management practices as applied to the analysis and evaluation of administrative programs, policies, and operational needs; public finance development and administration; project management principles and concepts; principles and practices of human resources program development and administration; practices and techniques of facilities and information technology, principles of supervision, training, and performance evaluation; pertinent Federal, State, and local laws, codes, and regulations.

Ability to: Provide administrative, management, and professional leadership and direction for the organization; develop, implement, and administer goals, objectives, and procedures for providing effective and efficient administration and policy services; plan, organize, direct, and coordinate the work of management, supervisory, professional, technical, and

administrative personnel; delegate authority and responsibility; select, supervise, train, and evaluate staff; identify and respond to executive management, legal, agency and Regional Council issues, concerns, and needs; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; prepare and administer budgets; allocate limited resources in a cost effective manner; prepare clear and concise administrative and financial reports.

APPLICATION AND SELECTION PROCEDURE

Applicants must submit a completed SCAG application by the end of business, Monday, June 14, 2010. Qualified applicants will be invited to participate in the selection process based on the application materials submitted. Applicants must clearly demonstrate through their application materials that they meet the qualifications listed above. The selection process may consist of an application screening, oral presentation, and oral board interview.

EMPLOYMENT INFORMATION

- Before employment, applicants will be required to provide documentation that verifies their proof of eligibility to work in the United States.
- Reference checking will be done prior to hire. A thorough background check including a review of criminal history, DMV report, and financial history may be conducted for certain classifications.
- Pre-employment medical and drug screening may be required prior to hire.
- Supervisor, manager and director positions are employed through an annual contract.

EMPLOYEE PROGRAMS AND BENEFITS

- **Insurance Coverage:** Employees participate in a cafeteria plan in which they may choose from three HMO and three PPO CalPERS health plans, two dental plans and a vision plan. SCAG contributes \$800/month towards insurance premiums with the cost difference paid out in cash. Life insurance, in the amount of \$150,000 is provided by SCAG. Short term and long term disability insurance plans are provided by SCAG.
- **Retirement:** Employees become members of the Public Employees' Retirement System (PERS) 2% @ 55 plan. SCAG pays the employee's 7% contribution. ICMA and MetLife 457 deferred compensation plans are available and SCAG provides a match of 3% of yearly salary up to \$3,500 per year. Employees do not pay Social Security.
- **Holidays:** A total of 13 paid holidays – 9 designated and 4 floating – are provided annually.
- **Vacation:** Ten to twenty days per year.
- **Sick Leave:** Employees accrue sick leave at the rate of one day per month.
- **Health, Dependent Care, & Parking Reimbursement Account:** A tax-exempt savings plan is offered to pay

eligible expenses associated with health, dependent care, & parking.

- **Rideshare/Transportation Incentive Program:** SCAG pays up to \$230 per month towards bus, vanpool, or Metrolink pass or up to \$35 per month for ridesharing. To receive this benefit, employees must utilize one of the listed options at least 13 days per month.
- **Flexible Time/Modified Work Week:** Some employees may work a modified 9-80 work schedule, with every other Friday off. SCAG offers a flexible work schedule to allow employees some flexibility on daily work hours.
- **Other Benefits:** SCAG offers credit union membership in the E-Central Credit Union. Employees may have their paychecks automatically deposited. A tuition reimbursement program is offered to employees.

EQUAL EMPLOYMENT OPPORTUNITY

SCAG is an equal employment opportunity employer. All personnel policies and programs are administered without regards to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation. If you require assistance to participate in this recruitment, please call the Human Resources Office at (213) 236-1931.